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Document 8

CATS Online Assessment Workstation Daily Cleanup Guide

The instructions contained within this guide are for school and district staff use only. Students should not be asked or allowed to perform these duties, as they could potentially allow access to unreleased test items or even student responses.

These instructions describe how to remove any cached information remaining on an IBM-compatible PC after that PC has been used by a student to take the CATS Online Assessment. The cached information could be in the form of temporary Internet files, temporary word processing files, or temporary files from a text or screen reader. Because these files may contain elements of questions or student responses, they must be purged from the workstation no later than by the end of each day of testing. Assistance with any of these instructions may be found by contacting the KETS Helpdesk at 502-564-2002 or toll-free within Kentucky at 866-538-7435.

The CATS Online Assessment is accessed through SSL (Secure Sockets Layers). Under normal conditions, this would leave no cached information from the online assessment on either the workstation accessing the exam, or on any state or district proxy servers or network caching devices. HOWEVER, because of the importance of confidentiality for both the student and the test items, it is imperative that these steps be carried out without exception.

Delete the Temporary Internet Files (Internet cache)

Most Internet browsers are configured to store certain files locally on the hard drive of the computer. Storing parts of frequently accessed web-pages helps speed the opening of those pages at a later time. The browser can even be told to make an entire website available offline, for when the computer does not have an Internet connection. For the purposes of the CATS Online Assessment, these files are not helpful and should be deleted each day of the assessment.

The following instructions for removing cached files assume the browser is a recent version of MS Internet Explorer (5.0 or above). If a different browser is used (MS Internet Explorer is the only supported browser for the CATS Online Assessment), please consult that browser's instructions for deleting all offline content.

- 1) Open Internet Explorer and click on the "Tools" menu item.
- 2) Select the "Internet Options" link.
- 3) Select "Delete Files" from the middle of the window that pops up. It will be in a grouping called "Temporary Internet Files."
- 4) A small window will pop up immediately. Make sure that the checkbox is checked for "Delete all offline content" and then click the "OK" button.
- 5) Click the "OK" button on the Internet Options window and then close Internet Explorer.

Delete the Cached Files on the District Proxy Server

The Proxy Server is a computer at each school that helps speed access to Internet content by saving the school's most frequently visited websites on its hard drive. There will also be one primary Proxy Server for the entire district that feeds all of the school Proxy Servers. Because these devices save Internet content, they will need to have their cache cleared at the end of each testing day. The process of clearing the proxy servers' cache should only be performed by the district or school technology specialist.

Delete Temporary Files from the Student Workstation

Windows 98/Me/2000/XP - Use the Disk Cleanup utility

1. Click on the "Start" button
2. Click the "Programs" link
3. Click the "Accessories" link
4. Click the "System Tools" link
5. Click the "Disk Cleanup" application
6. Ensure that "C:" appears in the "Select Drive" pop-up window, and press the "OK" button
7. Ensure that every option available in the resulting window is check-marked EXCEPT for "Downloaded Program Files." If any exist, they should not be deleted. A description for each type of item appears in the lower half of the window.
8. Click the "OK" button, and then press the "Yes" button in the confirmation window that pops up.

NOTE: This utility can also be run from the command line, if it cannot be found in the "Start" menu. Complete these steps to run Disk Cleanup from command line:

1. Click on the "Start" button
2. Click the "Run..." link
3. Type "cleanmgr /d c:" without the quotes and press the "OK" button.
4. Move to step 7. above and complete the process.

Windows 95 – Delete Temporary Files by Hand

1. Shut down all applications (Internet Explorer, MS Word, Real Player, etc.) currently running so that only Windows is running on the workstation.
2. Open, or double-click on "My Computer"
3. Open, or double-click on the C: drive
4. Open, or double-click on the "Windows" folder. The Windows folder contains 2 temporary file folders – "Temp" and "Temporary Internet Files." They must both be cleaned of temp files by following the next few steps. It is important that the folders themselves NOT BE DELETED.
5. Open, or double-click on the "Temp" or "Temporary Internet Files" folder.

6. Delete all of the files in this folder.
 - a. If there are lots of files in this folder, they can all be selected at once by pressing the “CTRL” key on the keyboard while also pressing the “A” key. This should highlight all files in this folder. Let both keys up, then press the “Delete” key on the keyboard.
 - b. Repeat step 4. with whichever temp folder you have not cleaned yet.
7. Empty the Recycle bin.